



CERTIFICATE OF OCCUPANCY REQUIREMENTS

Legend: Shown below is a matrix which depicts the various departments that are required to perform a Certificate of Occupancy (C of O) Inspection. After each department's field staff has completed their inspection, a "C of O Clearance Form" must be routed to the Building Department for final processing. The contact person for each department is shown on the top row.

	<u>Building</u>	<u>Planning</u>	<u>Fire</u>	<u>Public Works</u>	<u>Parks</u>
<u>Residential Tracts</u> Models & Sales Offices	X	X	X	X	X
Sales Trailer	X	X	X		
<u>Residential Tracts</u> Convert Sales Office to Garage	X				
<u>Residential Tracts</u> Production Homes	X	X		X	X
<u>Residential</u> ¹ Multi-Family	X	X	X	X	X
<u>Residential</u> Custom Homes	X	X	X	X	X
Commercial	X	X	X	X	X
Industrial	X	X	X	X	X
¹ Tenant Improvements	X	² ?	X		
Change of Occupancy	X	X	X		
Cell Site Towers/Antenna	X	X			

NOTE: Job cards shall be signed off by each required Department whether or not a field inspection is required. (The cards may be signed off at the public counter by the Department representative.)

¹Building Department will sign off last (after Fire (and Planning if necessary)) on Tenant Improvements that already have power, to insure compliance by all affected departments.

²If the site landscaping or parking were altered as part of the tenant improvement, call the Planning Department to determine if an Occupancy Inspection is required from them as well.